



CITY MANAGER'S **UPDATE**

Monthly report to the City of Annapolis City Council

May 2018

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Performance Measures

Police Calls and Service Times

Month	2015	2016	2017	2018	Average Emergency Response Time	PI Accident/ Response	Armed Subject/ Response	Shots Fired/ Response
January	2571	2673	2748 + 723 fc	2763 + 510 fc	1:11 Minutes	3 = 1:13	5 = 0:55	7 = 1:26
February	2422	2585	2336 + 421 fc	2462 + 513 fc	1:11 Minutes	12 = 2:01	3 = 1:21	6 = 2:45
March	2714	2884	3557 + 504 fc	2826 + 379 fc	1:37 Minutes	21 = 1:12	10 = 1:17	5 = 2:23
April	2808	2925	2736 + 462 fc	2922 + 432 fc	1:38 Minutes	17 = 1:52	4 = 1:25	5 = 1:39
May	2961	3089	3050 + 609 fc					
June	3059	3096 +630 fc	3067 + 706 fc					
July	3076	2945 +495 fc	3370 + 328 fc					
August	3064	2824 +209 fc	3081 + 251 fc					
September	2892	2689 +404 fc	2926 + 316 fc					
October	2805	2813 +615 fc	3142 + 302 fc					
November	2871	2502 +616 fc	2978 + 692 fc					
December	2512	2579 + 608 fc	2888 + 491fc					

	33755	37,181 (33,604w/o fc)	41,684 (35,879 w/o fc)	12,807 (10,973 w/o fc)					
Totals									
Avg. CFS	92.4	101.6/Day	114.2 /Day	106.7 /Day					

Crime

Crime	Murder	Rape	Rob Arm	Rob NWU	Agg Aslt		Burg- Res	Burg-Com	Larceny	MV Theft	Total
May18	0	1	1	2	12		6	2	50	2	76
May 17	0	3	0	5	14		5	0	80	5	112
Diff +/-	0	-2	+1	-3	-2		-1	+2	-30	-3	-36
Diff % +/-	0.00	-66.66	+100.00	-60.00	-14.29		+16.67	-200.00	-37.50	-60.00	-32.14
				Monthly	Total					Monthly	Total
	Violent Crime Diff +/-			-6	-27.27		Property Crime Diff+/-			-30	-33.33

Condition Index for Streets

- Total length of City streets – approximately 90 miles of roadway are City maintained.
- Weighted average “Remaining Service Life” of City streets – 8.1 years
- FY18 paving total – 3.46 miles (July 1, 2017 through May 2018)

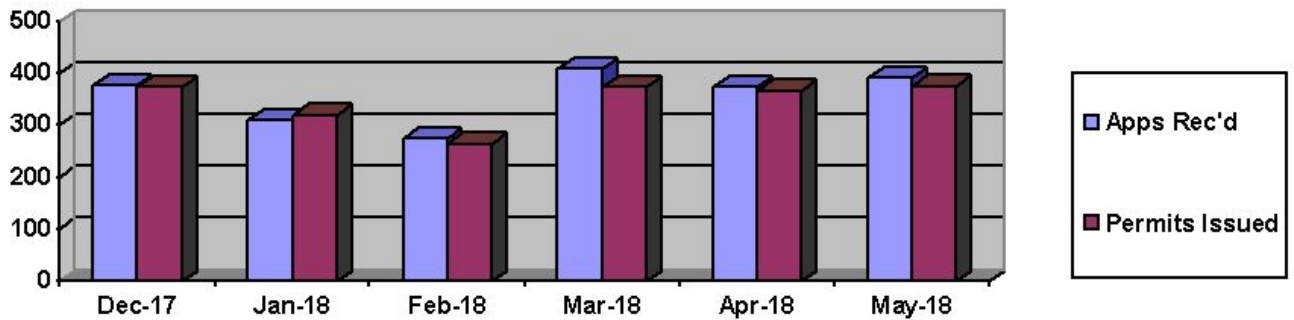
Diversion Rate of Solid Waste from Disposal at a Landfill

- April diversion rate – 43.6%
- 12-month (June 2017 – May 2018) diversion rate – 40.8%

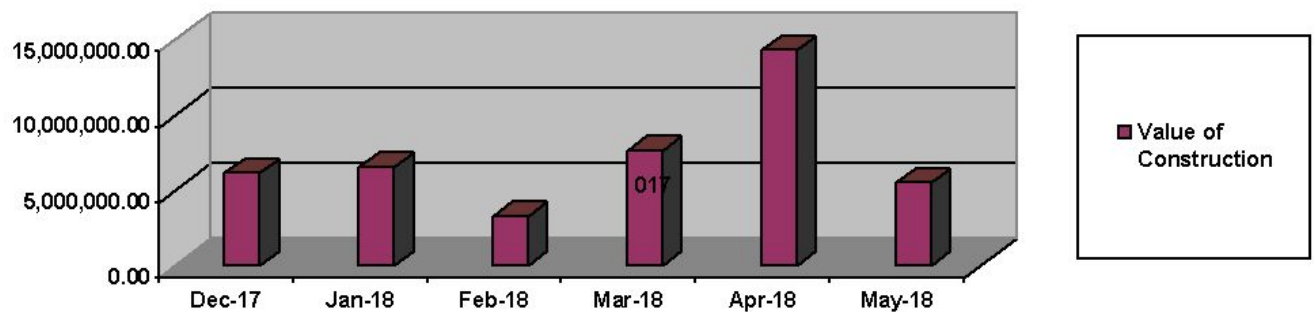
Water Quality Testing Results

- There were no water quality issues with the May 2018 water samples.
- There have been no water quality issues with water samples taken in 2018.

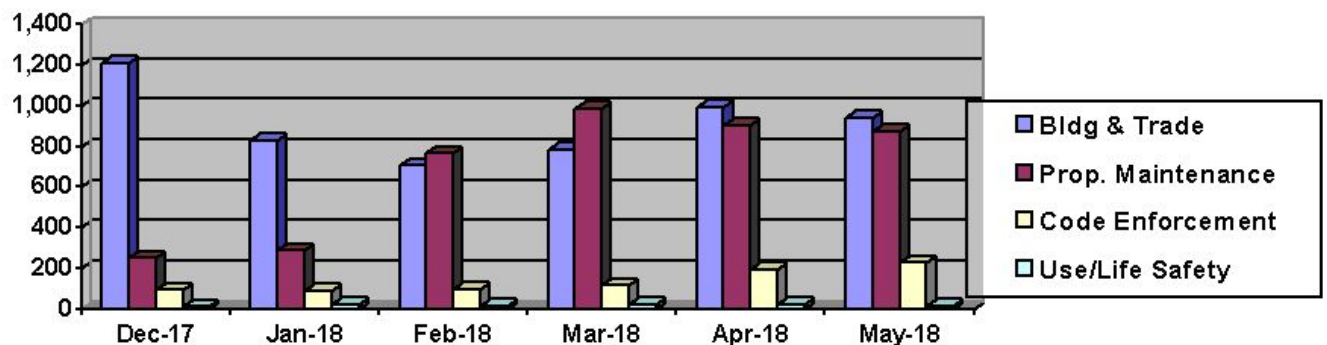
Permits - 391 permit applications were received; 375 permits were issued.



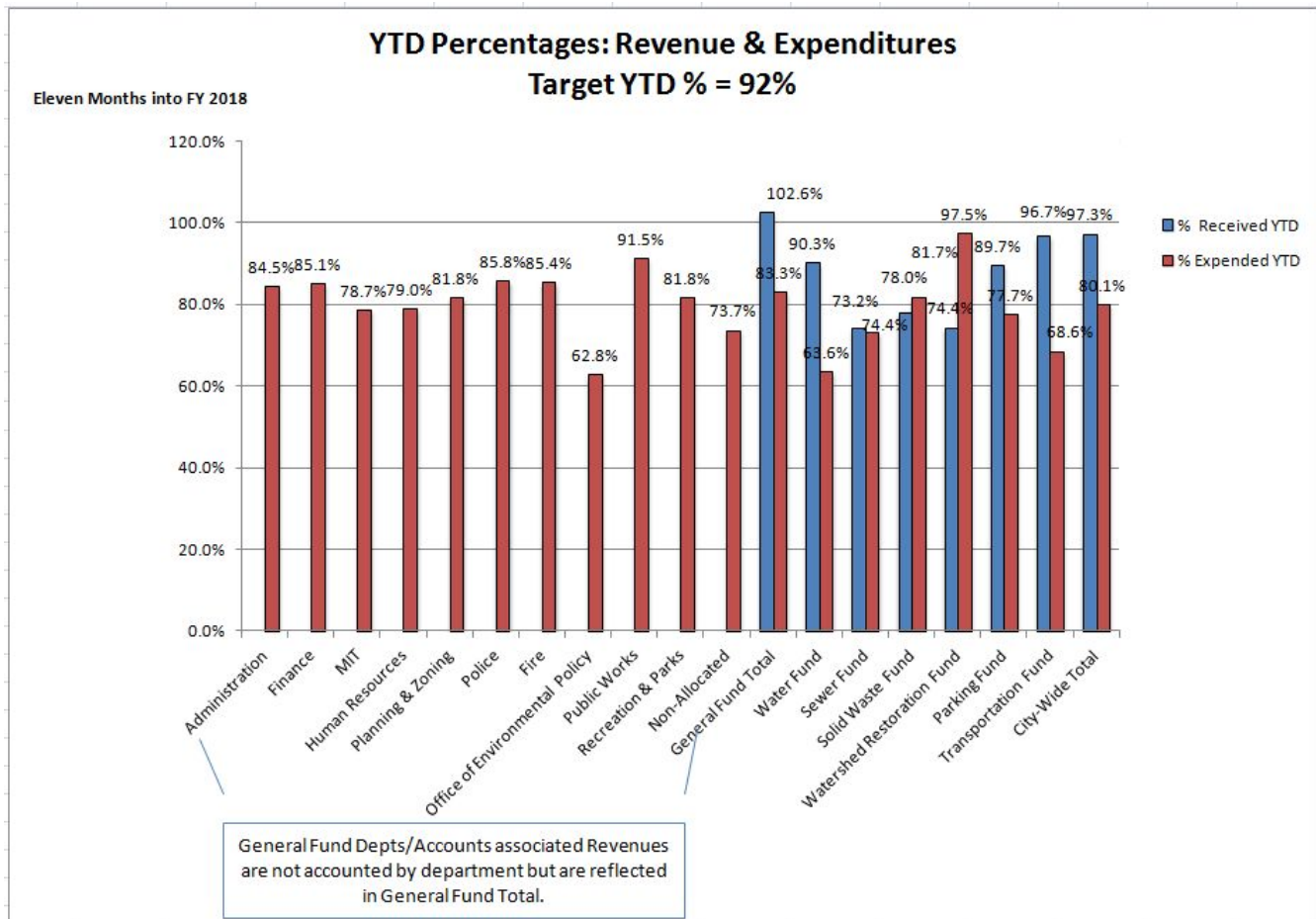
Value of Private Construction - \$5,482,009.33



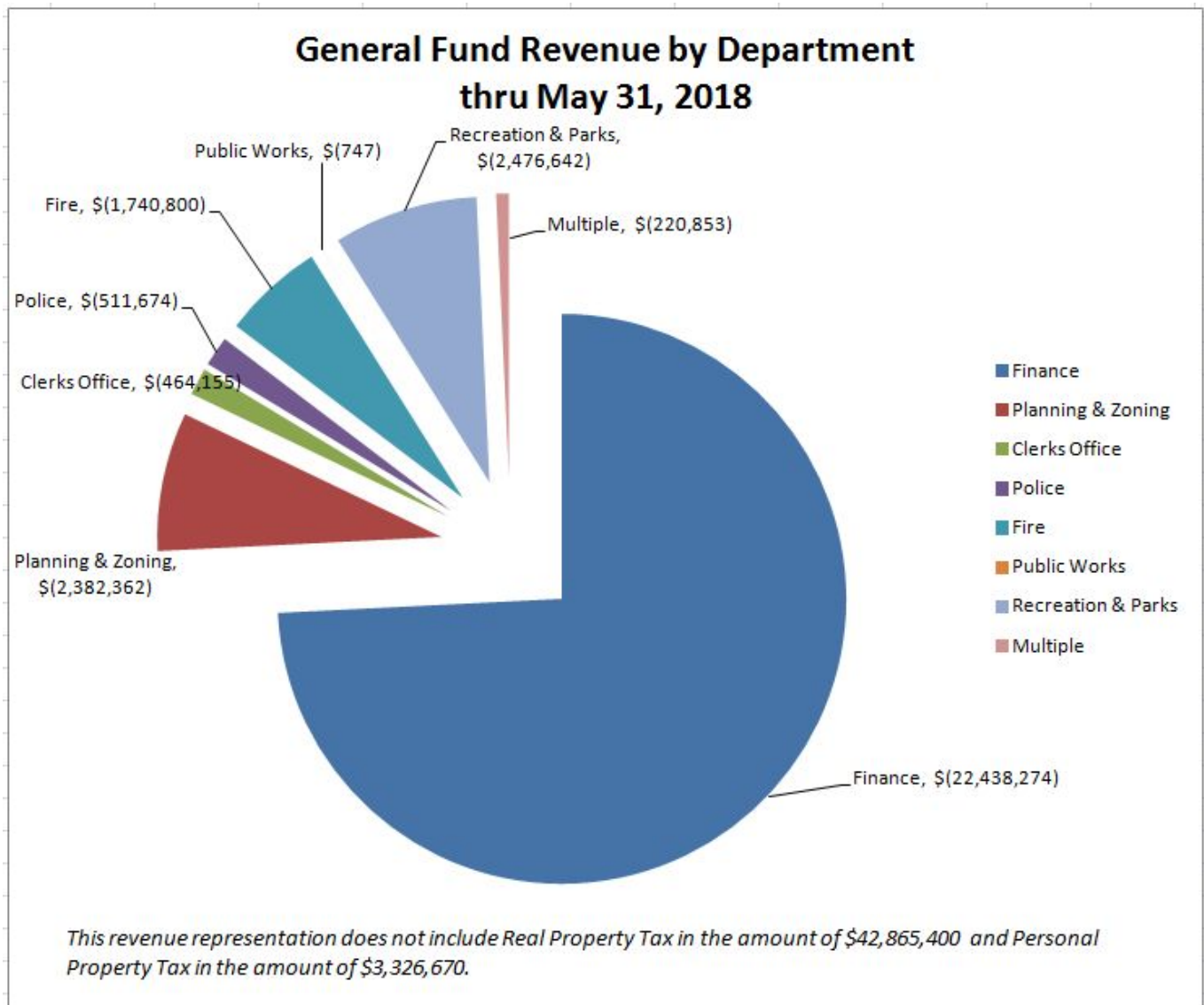
Private Construction Inspection Performed - 938 Building and Trade Inspections; 226 Code Enforcement Inspections; 14 Use/Life Safety Inspections; 872 Property Maintenance Units - *(Includes following apartment complexes: Admiral Oaks, Admiral Farragut, Bay Ridge Gardens; Hotels-Gibson's Lodging, Marriott, Historic Hotel)*



Budget Status



YTD Percentages: Revenue & Expenditures						
May 2018; YTD Target %: 92%						
	Revenues	% Received YTD	Budget	Expenditures	% Expended YTD	Budget
Administration				2,294,340	84.5%	2,715,347
Finance				2,163,495	85.1%	2,541,986
MIT				1,426,749	78.7%	1,813,466
Human Resources				614,683	79.0%	778,568
Planning & Zoning				3,000,963	81.8%	3,667,409
Police				16,145,330	85.8%	18,822,932
Fire				14,766,237	85.4%	17,285,564
Office of Environmental Policy				283,899	62.8%	451,912
Public Works				7,411,375	91.5%	8,104,055
Recreation & Parks				3,975,219	81.8%	4,861,028
Non-Allocated				9,768,065	73.7%	13,244,946
General Fund Total	76,427,576	102.6%	74,487,718	61,850,356	83.3%	74,287,214
Water Fund	6,980,697	90.3%	7,733,600	4,880,529	63.6%	7,679,676
Sewer Fund	6,479,987	74.4%	8,709,000	6,357,898	73.2%	8,682,706
Solid Waste Fund	1,663,684	78.0%	2,133,400	2,133,400	81.7%	2,610,712
Watershed Restoration Fund	1,116,065	74.4%	1,500,000	1,212,845	97.5%	1,244,476
Parking Fund	7,030,941	89.7%	7,841,000	6,062,428	77.7%	7,799,573
Transportation Fund	3,651,800	96.7%	3,774,568	3,118,649	68.6%	4,545,652
City-Wide Total	\$ 103,350,750	97.3%	106,179,286	85,616,106	80.1%	106,850,009



Central Purchasing

Current Procurements

RFQ 17-07 – Design-Build-Operate-Maintain for Water Services for Water Quality Management Best Management Practices

- Awarded to GreenVest. Agreement in process.

IFB 18-12 - ADOT Oil Interceptor Replacement

- Two bids received. Award concurrence received from MTA. Budget revision to City Council.

IFB 18-13 – Central Street Water Main Replacement

- Four bids received. Bids under review.

RFB 18-06 – Tennis Court Replacement – Design Services

- Proposals due 14 June.

RFP 18-16 Community Notification System

- Proposals due 12 June.

IFB 19-01 Water Treatment Chemicals

- Bids due 20 June.

IFB 19-02 Roadway Supplies

- Bids due 27 June.

Completed Procurements

RFP 14-14 DPW Maintenance Facilities – Design/Build Services

- Awarded to Gardiner & Gardiner. Design/pricing under review. Building demolition complete.

RFP 15-12 Annapolis Renewable Energy Park

- Awarded to BQ Energy. Project scheduled for June 2018 completion.

RFP 15-23 – Upper West Street Sector Study

- Awarded to AECOM. Study completed. City Council presentation pending.

RFP 16-06 – Energy Performance Contracting

- Awarded to Honeywell International. Project schedule to be updated.

RFP 17-12 – Forest Drive Sector Study

- Awarded to The Faux Group. Project scheduled for November 2018 completion.

RFP 17-14 Stormwater and Flood Mitigation Design

- Awarded to AECOM. Detailed design/construction documents scheduled for December 2018 completion.

IFB 18-09 – Main Street Fire Service Supply

- Awarded to Underground Construction, Inc. Project scheduled for June 2018 completion.

Pending Procurements

RFQ 18-08 – Truxtun Park Pool Replacement

- Draft in progress. Anticipated release TBD.

IFB 18-10 – Main Street Reconstruction

- Draft in progress. Anticipated release TBD.

IFB 18-11 – Taylor Avenue Fire Station Metal Roof Replacement

- Draft in progress. Anticipated release TBD.

IFB 18-14 – Recycling and Refuse Collection Services

- Draft in progress. Anticipated release TBD.

Capital Projects

Pump Station Replacement/Rehabilitation

Whiton Court PS Wetwell Rehab – When resources are available, will finalize the draft RFP for the upgrade to the pump station.

Sewer Rehabilitation and Water Distribution

Sewer Rehabilitation (72006) – Cured-in-place pipe (CIPP) lining work is scheduled to begin the second week in June for areas of West Annapolis and adjacent Navy property. Necessary point repairs and closed circuit television (CCTV) work in other areas is expected to begin in late June. USNA Flowmeter (72006) – Contract has been awarded to a Navy-approved contractor, with construction expected to begin in June. Buried Asset Evaluation (72006 & 71003) – Work continues on “syncing tool”, including finalizing the method of future data updates to iWorQ and hydraulic models. City consultant, GHD, submitted final draft Comprehensive Assessment Plan for City review. GHD is working on final draft of the Ten-year Water and Sewer Plan, software review report and final as-built lookup. Water Meter Purchases (71003) – Comprehensive radio-read meter purchase and installation continues, as well as the prioritization and repair/replacement of large meters. Central Ave. Water Main Replacement (71003) – Four bids/proposals were received on May 31, 2018. Expect Contract Award by early Summer.

Water Tank Rehabilitation

Bidding and construction of the Jefferson Tank rehabilitation project is on hold until FY18 or FY19 capital funding is available.

New Water Treatment Plant (WTP)

WTP Design/Build (D/B) – The project is nearing final completion. Remaining activities to be completed include a limited number of Warranty and Final Closeout items.

City Dock Bulkhead Replacement, Phase 2

The stormwater management (SWM) design and construction remains to be completed. Coordinating with the project to repair the Truxtun Park tennis courts adjacent to the proposed SWM site. Work including final punchlist and approved change orders was completed on May 11th. The Contractor demobilized and the fence was removed on May 16th. Still awaiting final invoice and Maintenance Bond.

City Dock Tidal Flood Mitigation

Still awaiting word on FEMA grant application. Held final Community Outreach meeting on 5/2 and met with Board of Education (BoE) representatives on 5/4. BoE reps indicated their preferred pump station layout to be completely in the plaza area so as not to impact the playground and basketball court. Directed AECOM to move forward with this preferred layout and develop a 15% concept due 6/1. Met with BGE to discuss electrical and natural gas loading requirements for new pump station. Scheduled HPC Pre-App for 7/10. Continued to attend bi-weekly meetings with proposed hotel development team to explore potential opportunities and understand impacts to each project.

Landfill Gas Mitigation

The landfill gas concept plan was submitted to MDE, which responded with comments that the City of Annapolis has reviewed. Discussions are ongoing. Sampling work continues for semi-annual monitoring events.

Maintenance Facilities

Project on hold. Evaluating alternative sites for the facilities.

Road Resurfacing

Contractor has resumed paving operations. Paving has been completed on Regent Street, Castlegate, Jousting, Rosecrest, Tyler Avenue, Arbor Hill and Boucher Avenue.

Main Street Reconstruction

The contractor continues with the installation of the sprinkler connections. City of Annapolis crews are following behind the contractor and replacing/repairing the openings in the street. The re-bricking of Main Street is on hold.

Cornhill Street Sidewalks

All construction is complete and has entered the one year maintenance period.

Truxtun Park Ballfield Grading

Recreation & Parks Department has decided to not move forward with the project as there are insufficient funds in the grant to complete the entire SOW.

Bywater Park Development

The Contractor has re-seeded the park in areas that did not grow back. The parking lot was regraded per the original contract documents and the Contractor added a berm along the edge of the lot to redirect stormwater runoff. DNR reimbursement was received for both Bywater Park grants.

Personnel Update

New Hires

Mayor's Office

Community Relations Specialist

Police

Police Cadet - 2

Police Id Specialist - 1

Police Officer - 4

Dnep

Environmental Policy Director

Harbormaster

Temp - 4

Recreation & Parks

Temp - 8

Promotions/Internal Vacancies Filled

Finance

Accountant - 1

Fire

Ff li-technician - 1

Human Resources

Hr Office Administrator

Public Works

Equipment Operator Iii - 1

Maintenance Worker Ii - 1

Transportation

Bus Driver - 1

Law Office Report

Open Litigation:

Case Name	Dept	Comments
McShane Glover – PJR A.A. Circuit Court Case No. C-2014-190935 AA (L72-14)	HPC	Circuit Court affirmed Board of Appeals decision. Glover appealed to Court of Special Appeals; CSA denied Glover's Motion for Reconsideration and affirmed Circuit Court decision. CLOSED.
Stansbury v. COA U.S. District Court of MD, Civil Action No. 1:15-CV-497-GLR (L53-15)	PW	Complaint and Answer filed; Amended Complaint filed; Answer filed; discovery resumed; City's Motion for Summary Judgment denied; City's Motion for Reconsideration denied; plaintiff withdrew request for jury trial; Trial scheduled for 7/17-7/20
COA v. 94 East Street heirs A.A. District Court Case No. D-07-CV-15-005092 (L46-14)	DNEP	Complaint filed; 78 municipal citations total; trial date pending; City filed Petitions for Contempt; 6/22/17 hearing resulted in Defendants being required to file for City permits/approvals and report back to Court on 9/14/17; agreement placed on record in Court; owner filed Motion; 3/6/18 hearing was postponed to 8/7/18
Sparrow v. COA U.S. District Court Case No. 1:16-CV-01394-WMN (L29-16)	APD	Complaint and Answer filed; discovery completed; City filed Motion for Summary Judgment; hearing pending; Jury trial occurred 5/21/18-6/6/18; jury verdict for City.
Thomas – PJR A.A. Circuit Court Case No. C-02-CV-16-002097 (L32-16)	APD	Appeal of Public Safety Disability Retirement Board decision affirming HR director's decision to deny disability retirement application; Circuit Court affirmed PSDRB; Thomas appealed to the Court of Special Appeals; oral arguments pending
Walters – PJR A.A. Circuit Court Case No. C-02-CV-16-002203 (L42-16) Court of Special Appeals Case No. 0329, Sept. 2017	R&P	Appeal of a Civil Service Board ruling affirming City's decision to terminate; Circuit Court affirmed CSB ruling; appeal noted to Court of Special Appeals, which affirmed Circuit Court's decision to affirm the Civil Service Board. CLOSED.
CDM Smith/Haskell v. COA U.S. District Court of Maryland, Case No. 1:16-CV-02621 (L44-16)	PW	Plaintiff filed Amended Complaint; City filed Answer; Breach of Contract lawsuit brought against City re: new Water Treatment Plant construction; discovery ongoing;
COA v. Paul Christian (4 Shipwright Street) A.A. District Court Case No. 4z39921956 (L13-16)	HPC	City issued citation in regard to poor chimney repair; trial occurred 8/1/17, 10/3/17, 2/7/18, 3/13/18, 4/13/18 and 4/23/18; continued to 8/2/18

Thomas v. COA, et al. U.S. District Court of Maryland, Case No. 1:16-CV-03823 (L68-16)	APD	Complaint filed alleging racial and disability discrimination; City re-filed Motion for Summary Judgment; decision pending
Clemens v. City A.A. Circuit Court Case No. C-02-CV-16-000264 (L28-17)	APD	Complaint filed alleging negligence on the part of APD; City filed Motion to Dismiss; open motions pending; trial scheduled for 6/26/18-6/28/18.
Parker v. Butler A.A. Circuit Court Case No. C-02-CV17-001727 (L24-17)	APD	Complaint filed alleging false arrest, negligence; City filed Answer; Plaintiff filed 4 th Amended Complaint; City filed a Motion to Dismiss and Plaintiff filed a response; motion granted in part and denied in part
RL BB ACQII-MD RGD, LLC – PJR (“Rocky Gorge”) A.A. Circuit Court Case No. C-02-CV-17-002324 (L33-17)	P&Z	Appeal of a denial by Planning Commission of application for major modification of a planned development; Circuit Court affirmed Planning Commission’s decision; matter appealed to Court of Special Appeals
Lowe v. City A.A. District Court Case No. D-07-CV-17-008143 (L33-17)	DOT	Plaintiff filed suit alleging personal injury resulting from a City accident; City filed answer; District Court entered judgment for the City at trial. CLOSED.
Hall v. COA, et al. A.A. District Court Case No. D-07-CV-17-007695 (L44-17)	APD	Plaintiff filed suit alleging APD wrongfully possessing property seized pursuant to a valid warrant; hearing occurred 11/21/18; Judge ordered City to release some items seized and to release other items no later than 12/22/17; City filed Motion for Reconsideration and Plaintiff filed Motion to Alter or Amend Judgments; rulings rendered moot when City noted an appeal to Circuit Court, which stayed the District Court’s decision upon motion of the City and denied Plaintiff’s Motion to Dismiss Appeal; trial scheduled for 7/12/18
McCall v. COA, et al. A.A. Circuit Court Case No. C-02-CV-17-003302 (L43-17)	DOT	Plaintiff filed Complaint alleging personal injury resulting from a vehicle accident with an uninsured driver and is seeking damages against the City under the State uninsured motorist laws; City filed answer; discovery ongoing
Spry v. City of Annapolis A.A. Circuit Court Case No. C-02-CV-17-003107 (L2-18)	PW	Plaintiff filed suit alleging personal injury resulting from an uncovered utility hole in street; City filed answer and Third-Party Complaint; discovery ongoing

Solstice Partners, LLC, et al. v. City of Annapolis, et al. A.A. Circuit Court Case No. C-02-CV-18-000091 (L4-18)	P&Z	Petition for Temporary Restraining Order, Preliminary Injunction, Permanent Injunction and Declaratory Judgment filed re: Ordinance O-35-17; 1/30/18 Circuit Court ordered Temporary Restraining Order; 2/9/18 Consent Order entered for preliminary injunction and other terms; parties working on settlement
Holland on Behalf of M.T. v. APD, et al. A.A. Circuit Court Case No. C-02-CV-18-000428 (L5-18)	APD	Plaintiff filed suit based on APD's arrest of a minor; City filed an Answer and a Motion to Dismiss; hearing scheduled for 7/11/18
Cherry-Bey v. APD, et al. A.A. Circuit Court Case No. C-02-CV-17-003220 (L6-18)	APD	Plaintiff filed suit based on an alleged unwarranted arrest/detention and seizure of personal property; City filed Answer; discovery ongoing
Butler v. COA, et al. A.A. District Court Case No. D-07-CV-18-004843 (L24-18)	DOT	Plaintiff (driver) filed suit based on a bus accident; City filed Answer; discovery ongoing
Washington, et al. v. COA, et al. A.A. District Court Case No. D-07-CV-18-004911 (L25-18)	DOT	Plaintiff (passenger) filed suit based on a bus accident; City filed Answer; discovery ongoing
O'Malley, et al. v. COA, et al. A.A. District Court Case No. D-07-CV-18-005521 (L28-18)	PW	Plaintiff tripped/fell on sidewalk by King George Street bridge, which is owned by the State; City filed Answer; discovery ongoing
MCCR / EEOC Cases:		
Spearman v. COA	APD	Complaint and Answer filed; fact-finding conference occurred 5/17; Amended Complaint filed 8/4/17
Howard v. COA	APD	Notice of race, sex and color discrimination received; charge of discrimination not yet received
Administrative Hearings:		
Pristoop v. COA	APD	Appeal of denial of pension vesting status to Civil Service Board; hearing occurred; Civil Service Board affirmed; written decision pending

Solstice Partners, LLC, et al. v. COA	P&Z	Appeal to the Board of Appeals from determination of P&Z director; City participated in mediation with the parties; presently negotiating written agreement
Workers' Compensation Appeals to Circuit Court:		
COA v. Ferracane	APD	City appealed the WCC permanent partial disability finding on 8/23/17; court-ordered mediation scheduled for 4/18/18 but Claimant's attorney did not appear; pretrial conference occurred 6/7/18; case scheduled for trial
COA v. Donahue	AFD	City appealed WCC finding allowing a "worsening" of condition on 3/13/17. Mediation occurred 10/16/17 without settlement reached; trial rescheduled from 4/5/18 to July 5-6, 2018 due to Judge's availability; Claimant's counsel filed a Motion for Remand and the opposed it; Claimant's Motion for Remand was denied on 4/26/18; Claimant filed a Motion to Implead the SIF and the City opposed it; Court's ruling on same is pending
COA v. Blair	PW	City appealed WCC finding on 10/5/17, which authorized medical treatment to Claimant and found that Claimant's need for treatment is causally related to the accidental injury; discovery ongoing; pretrial conference scheduled for 8/23/18
COA v. Rice	APD	City WCC finding of serious disability; discovery ongoing; Court ordered mediation to occur; discovery deposition of Claimant's expert scheduled for 5/23/18; mediation scheduled for 6/15/18; pretrial settlement conference scheduled for 8/22/18
COA v. McNeil	APD	City appealed WCC finding of occupational disease; discovery ongoing; Court-ordered mediation to occur; pretrial settlement conference scheduled for 8/9/18; working on scheduling mediation and discovery deposition of Claimant's experts
COA v. Snyder	AFD	City appealed WCC finding of occupational disease; discovery ongoing; discovery deposition of Claimant's experts scheduled for 5/17/18 and 5/21/18; pretrial conference scheduled for 10/11/18
COA v. Davis	AFD	City appealed WCC finding of causation of right shoulder; discovery ongoing; discovery deposition of Claimant's expert scheduled for 6/13/18; mediation conference scheduled for 6/25/18; pretrial conference scheduled for 7/25/18
COA v. Ferracane (2018)	APD	City appealed WCC finding of permanent partial disability; awaiting Court's scheduling order

Grooms v. COA	AFD	Claimant appealed the Commissioner's decision to affirm prior order; City is preparing a Motion to Dismiss, as it is believed Claimant's attorney did not properly file its Request for Rehearing
Union Grievances:		
(none currently)		

Adopted Legislation:

Legislation adopted on 5/14/18

R-8-18 - Amendments to Title 15 of the FY 2018 Fees Schedule - For the purpose of establishing a timeframe for when Workboat and Buyboat watermen may request temporary docking; repealing annual street end dinghy permit on medical hardship availability; and clarifying criteria for permissible docking of dinghies.

Legislation adopted on 5/21/18

O-24-18 - Fee Refunds and Waivers - For the purpose of establishing a procedure whereby certain permit or license fees may be waived by resolution of the City Council for a project constructed by or on behalf of Anne Arundel County Public Schools.

R-17-18 - Weather It Together: Cultural Resources Hazard Mitigation Plan - For the purpose of adopting the Weather It Together: Cultural Resources Hazard Mitigation Plan for the City of Annapolis, as an amendment to the Natural Hazard Mitigation Plan to document vulnerable cultural and historic resources in the City.

R-18-18 - Equal Protection Task Force - For the purpose of establishing a temporary advisory Task Force commissioned to provide the Mayor and City Council with a public forum for studying and preparing reports about the issues of foreign-born residents of the City of Annapolis; and matters generally relating to said Task Force.

R-27-18 - Tyler Heights Elementary School Renovation and Expansion Project - Waiver of Permitting Fees - For the purpose of waiving City permitting fees for the Tyler Heights Elementary School renovation and expansion project.

City Clerk:

Fully Executed Contracts/Agreements:

5/1/18 Historic Preservation on Call Consultant Agreement –Mahood LLC trading as Heritage

Preservation Services, city clerk

5/3/18 Independent Contractor Agreement –Thorn, MOU – BMC City Council, HR – City Employee Benefits Documents (FY2019)

5/11/18 Race Across America 2018 Agreement, Landscape Maintenance Agreement- 916 Creek Drive,

5/18/18 Bike Sharing Program- Zagster, Inc Agreement, Amendment #7 Heery (CBRE HEERY) WTP Owners Representative, AIPP Concert Summer “18” Eastport Oyster Boys,

5/29/18 Independent Contractor Agreement- State of Maryland Carrie Kramer, Employment Contract FY2019 – Felicia Nolan, Agreement between Eastport Plaza and City of Annapolis RE: Proposed Plans for Planned Development, Anne Arundel Workforce Development Dev. Corp. Lease of Stanton Center, Utz Enterprises, 1114 Hoover Street, Stormwater Management Agreement, Part – Time Employee J. O’Brien (APD Crossing Guard Supervisor,

5/30/18 FY19 CFA Renewal Group Enrollment and Benefits Summary, Stormwater Management Agreement- 1603 McGuckian Street (Gregory), MPDU Documents Rocky Gorge, (Karen Ruff) Amendment #1 to Brennan McKenna Mitchil-Consultant Agreement, Anne Arundel Workforce Dev. Corp Lease of the Stanton Center, ADOT Fare Box System Trip Spark / Trapeze Software Group, Inc - Amendment #3

6 - SPECIAL EVENT APPLICATION REVIEWED

2 - PAYROLL PROCESSED

23 - Citizen Request for assistance – Forwarded to Departments

3 - Work Session Agenda Created –

6 - Sets City Council Meeting Minutes

Council Member Assistance – Continuing

TRAININGS/ MEETING ATTENDANCE: Anne Arundel County Board of Elections – Judges Training

Board Of Supervisors Of Election:

APPROVAL OF THE MINUTES – JANUARY 18, 2018

Member Leahy moved to defer the approval of the meeting minutes of January 18, 2018 until the Thursday, June 21, 2018. Seconded. CARRIED on voice vote. The board requested the meeting minutes for the meeting held on Thursday, February 17, 2018 be provided to them at the Thursday, June 21, 2018 meeting for review and approval.

ANNUAL ELECTION OF THE CHAIR

Pursuant to the Charter and Code of the City of Annapolis, Article II - ELECTION OF MAYOR AND ALDERMEN, Sec. (6) Board of Supervisors of Elections. Member Leahy moved to nominate Member Myers as the Chair of the Board of Supervisors Elections for the term beginning on Thursday, May 17, 2018 and ending on Thursday, May 16, 2019. Seconded. CARRIED on voice vote.

UPDATE CAMPAIGN FUND REPORTS

City Clerk Watkins-Eldridge reported letters pursuant to City Code Section 4.44.080 Election Reports Required will be mailed to Mayor, Alderpersons, Central Committees, Continuing Committees and Treasurers before the end of May. The Campaign Fund Reports are due in the City Clerk’s Office by Close of Business on Monday, July 2, 2018.

DISCUSSION – QUESTION FROM JAMES E. DOLEZAL, ETHICS COMMISSION CHAIR

The Board requested that Mr. Dolezal attend the Thursday, July 19, 2018 meeting of the Board of Supervisors of Election to discuss the Financial Disclosure Forms and the Ethic Code Sections.

City Council Associate

Standing Committee Meeting Dates/Times:

FINANCE COMMITTEE

May 1, 2018 at 9:00 a.m.
May 2, 2018 at 10:00 a.m.
May 3, 2018 at 9:00 a.m.
May 4, 2018 at 10:00 a.m.
May 7, 2018 at 10:00 a.m.
May 8, 2018 at 10:00 a.m.
May 9, 2018 at 10:00 a.m.
May 10, 2018 at 9:30 a.m.
May 11, 2018 at 10:00 a.m.
May 14, 2018 at 10:00 a.m.
May 30, 2018 at 7:00 p.m.

PUBLIC SAFETY COMMITTEE

May 7, 2018 at 6:00 p.m.

RULES AND CITY GOVERNMENT COMMITTEE

May 8, 2018 at 4:00 p.m.

ENVIRONMENTAL MATTERS COMMITTEE

May 16, 2018 at 3:00 p.m.

Deputy City Clerk

Count of One Day Applications: 241 Beer, Wine & Liquor / 11 Beer Only

Currently Working on: file retention; Clean- up after renewals; Preparing for July Board Meeting.

Violations: None

Additional Applications Approved: An application for Galway Bay for Maryland Avenue State Festival April 22, 2018.

Number of Active Alcoholic Beverage and Sidewalk Café Licenses: 113 Alcoholic Beverages and 42 Sidewalk Café

ALCOHOLIC BEVERAGE CONTROL BOARD MINUTES MAY 2, 2018

Transfer- Reads, Inc. t/a Rite Aid to Walgreens Annapolis, LLC t/a Walgreens

Member Praley moved to approve the application for a Class A-2.b contingent upon the satisfaction of the hold with the Comptroller of AnnapolisSeconded. CARRIED on voice vote.

NEW LICENSE - NEW MARKET HOUSE, LLC T/A MARKET HOUSE

Member Zagwodzki moved to approve the application for a new, Class B-4.a.b.g. Seconded. CARRIED on voice vote.

RETURN OF AN ALCOHOLIC BEVERAGE LICENSE FROM ITS TEMPORARY LOCATION- Annapolis Yacht Club 2 Compromise Street, Annapolis, Maryland 21401

Member Zagwodzki moved to conditionally approve the return of the Alcoholic Beverage License from its temporary location of 12 Dock Street, (Harbor Side Grill) Annapolis, Maryland 21401 to 2 Compromise Street, Annapolis, Maryland 21401 pending the issuance of the Use and Occupancy Permit and written notice at least 3 weeks prior to resuming operations.....Seconded. CARRIED on voice vote.

EXTENSION OF THE PICK-UP DATE OF AN ALCOHOLIC BEVERAGE LICENSE- Tequila Sunrise

Member Praley moved to approve the request of an extension of an Alcoholic Beverage License pickup date to December 5, 2018 for the premises known as Tequila Sunrise, LLC t/a Tequila Sunrise locate at 1975 West Street, Annapolis, Maryland 21401. Seconded. CARRIED on voice vote.

SUBSTITUTION OF OFFICER- Harbor Side Grill, LLC t/a Harbor Side Grill

Kristin Kohlmann to replace Robin Bailey

Member Praley moved to approve the substitution of Kristin Kohlman as an officer on the alcoholic beverage license of The Harbor Side Grill, LLC. t/a Harbor Side Grill Seconded. CARRIED on voice vote.

SPECIAL CLASS C, ONE DAY LIQUOR LICENSE – Back on My Feet

Member Praley moved to approve the application for a Special Class C, One Day License for Beer, Wine and Liquor (including live music) to Back on My Feet from 6:30 a.m. to 11:00 a.m., on Saturday, June 2, 2018. Seconded. CARRIED on voice vote.

APPROVAL OF THE PROPOSED AMENDMENT TO THE ALCOHOLIC BEVERAGE CONTROL BOARD RULES AND REGULATIONS CHAPTER 3.01 RULES AND PROHIBITED PRACTICES APPLICABLE TO ALL LICENSEES- MANAGEMENT AGREEMENT

Member Praley moved to approve the Proposed Amendment to the Alcoholic Beverage Control Board Rules and Regulations Chapter 3.01 Rules and Prohibited Practices Applicable to all Licensees- Management Agreement Seconded. CARRIED on voice vote.

Public Safety Update

Fire Department

Monthly/ YTD Response Statistics

The Department responded to 1006 calls for service in May and a total of 4999 calls for 2018 with the following breakdown:

- EMS - 619
- Fire – 291
- Service – 87
- Rescue – 0
- Hazmat – 9

Notable Incidents – Highlights

- 5/9/18 – Stabbing – Betsy Court
- 5/11/18 - HazMat Response – Old Solomons Island Road
- 5/12/18 – Rescue - Motor Vehicle Accident with Entrapment – Aris T. Allen Boulevard
- 5/19/18 – HazMat Response – East Lake Drive
- 5/21/18 - Rescue - Motor Vehicle Accident with Entrapment – Solomons Island Road
- 5/22/18 - Blue Angels Detail – Marine Operations, Explosive Services, EMS Support
- 5/23/18 - Blue Angels Detail – Marine Operations, Explosive Services, EMS Support
- 5/23/18 – Structure Fire – Breakwater Drive
- 5/25/18 – Graduation – Presidential visit – Navy Stadium (Fire/EMS/Bomb Squad Support)
- 5/27/18 - Structure Fire – Gentry Court
- 5/31/18 – HazMat Response – Rowe Boulevard
- 5/31/18 – Structure Fire – Merryman Court

Emergency Medical Services

- Narcan Leave Behind Program initiated, Public Safety Committee briefed
- Assisted MIEMSS with EMS Week Bike Event – Taylor Avenue Station
- EMS Week – Pulse Point (CPR) Application rolled out in conjunction with County Fire
- Airway Video Scopes placed into service
- Updated EMS Reporting System to Elite program
- Assigned personnel to Resuscitation Academy

Notable EMS Incidents – Monthly Highlights – Accomplishments Highlights

- EMS Transports: **422**
- Cardiac Arrest Survival Rate: 2 patients with 0 ROSC prior to arrival at ER

- Monthly Heroin/Overdose – 9 OD's, 0 known deaths, 6 obvious DOA
- Tactical Medic Units Activations – 3
- Special Events Medics – 0
 - SAFE Station Incidents – 10
 - Pub-Ed Events – 1
 - RSI - 0

EMS Fees Collected (Fiscal Year)

July	\$173,436.39
August	\$133,490.10
September	\$ 87,040.30
October	\$100,037.81
November	\$203,639.82
December	\$146,657.67
January	\$102,053.68
February	\$147,988.07
March	\$94,503.56
April	\$104,263.56
May	\$174,386.70

Fire and Explosives Services Unit – Monthly Highlights – Accomplishments

- K-9 Responses – 6
- Investigations – 3
- Suspicious Package Responses – 8
- EOD Standby – 5
- Recovered Explosives – 0
- Assist Police Incidents – 7
- Bomb Threats – 2
- Internal Investigations – 0
- Fire Safety Inspections – 4
- Code Enforcement Complaints – 0
- Background Investigations – 3
- Assisted US Marshal's Office with Explosive Detection K-9 sweeps
- Assisted Baltimore Police with Bomb Squad support for Preakness
- Investigator Brooks completed Explosive Awareness Training for Watermark Cruises
- Bomb Squad support provided for Naval Academy Commissioning Week
- Requested USAI Grant for Baltimore Area Bomb Squads

Special Operations

Rescue Boat

- First deployment – assigned to the Blue Angels detail
- Operator qualifications continuing – two operators assigned per shift
- Equipment added, need external speaker for marine radio

Hazmat

- Firefighter Hunt completed all requirements for Special Operations Technician
- Firefighter III Wertz began training for Special Operations Technician
- Rae Technician (Monitor Training) completed by F1/c Keninitz
- Area Rae's used at stadium for Presidential detail. Possible replacements for aging SAFe Site Monitors.

Confined Space

No report

Ropes

Inventory completed

Ice Rescue

- Suits removed for storage
- New Personal Flotation Devices placed in service
- Request made for new Swift Water Suits

Other Events/Activities

Completed 134 new fire safety building inspections and 0 re-inspections (includes inspections conducted by station personnel).

Our personnel installed 1 Smoke detector(s) and 1 CO alarm(s) and conducted 2 public education events.

Training hours completed – 2174.5.

Character Counts Program – 4

The Fire Marshal Office conducted 16 Fire Permit/Plan Reviews and 16 Building Permit/Plan Reviews and conducted 37 Permit Based Inspections.

This month's Fire Prevention Message – "Grill Safety- " .

Seven (7) new recruit firefighters continuing their 26 week training program at the Anne Arundel County Fire Training Academy. One of the original eight (8) hired resigned in March from the City of Annapolis.

Department received permission from the State of Maryland to participate in the State Narcan Leave behind protocol.

The Department has reached a tentative contract agreement with Firefighters Local 1926.

Fire Chief's annual Memorial Day Cookout was held on May 24th.

Department planning for USNA Graduation and President Trump's visit.

Fire Chief submitted 1-5% Budget reduction plan to City Manager.

Chief Stokes returned from his Acting City Manager detail on May 24, 2018. The Department wishes to thank Deputy Chief Remaley for serving as the Acting Fire Chief.

The Fire Marshal's Office held a Fire Sprinkler Demonstration and Open House at the Eastport Fire Station on May 19th.

Rescue Task Force Training conducted with all shifts and Annapolis Police at Annapolis Library
Joint County/City/Navy Rapid Intervention Training (RIT) conducted at Annapolis Area Library
Safety Officer Class conducted at the Taylor Avenue Station

Monthly Dive Training completed with County Dive Team
Swift Water Technician Class completed with County Fire
Battalion Chief Ortlieb and Firefighter 1/c Krisman attended a Fire Department Accreditation workshop.
Fire Marshal's Office verified operation of fire alarms in residence and commercial business at 1910 West Street. This was the result of a complaint reported by Alderwoman Pindell-Charles.
Fire Marshal Office attended Annapolis Job Fair at Pip Moyer Rec Center.
Captain Muhitch, Fire Marshal Office provided instruction in CPR, AED, Stop the Bleed and Narcan Administration during Annapolis Police In-service training.
The Department conducted annual OSHA required SCBA Face piece fit testing and SCBA flow testing.
Completed audit of FY2018 accounts payable and found numerous differences between MUNIS and in-house departmental reconciliation. All were corrected and are in agreement at this time. This occurred during a prior personnel's assignment to Administration.

Financial Activity Report

OVERTIME COSTS: (Note: Budgeted monthly average \$35,833.00).

For the month of May the Department used 957.75 hours of overtime at a cost of \$53,620.94 which represents a usage of 12.47% of our total annual budget available for overtime. Our YTD overtime expenditures are \$498,914.14 or 116.03% of our annual OT budget.

(Note: The holiday pay premium negotiated in the 2017 Union contract is being funded through the overtime account and is not reflected in the overtime expenses noted above)

We currently have one (1) employee on extended disability leave, five (5) on modified duty, and two (2) on Military deployment.

Effective December 22, 2017, one of our SAFER Grant firefighters (military reserve) is deployed overseas for one year.

Fire Marshal's Office completed monthly audit of the permit billing process.

Grants update:

1. SAFER Grant – All personnel hired and in positions- 2nd year of grant started January 2018. First reimbursement through calendar year 2017 received.
2. MIEMSS/MEMA Grant – Received new grant to purchase more protective vests for personnel.
3. MIEMSS Grant – 50/50 AED/Monitor/Defib Grant awarded. Units purchased. Awaiting reimbursement
4. MIEMSS ALS Grant - reimbursement received.

Major Planned Actions

Annual Maryland Fire-Rescue Service Fallen Firefighter Memorial Services (June 3, 2018)

USNA Graduation – Weekly events

AFD/APD Active Shooter Training – Rescue Team Concept.

Close before you Dose Safety campaign.

Emergency Management

Incidents and Events

May 10th – Severe Thunderstorm

- OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about thunderstorms expected to bring high winds, and the potential for hail.
May 29th – 30th – Coastal Flooding
- OEM sent two Emergency Management Alerts to inform key officials, employees, and surrounding partners about coastal flooding forecasted around City Dock and Compromise St, which impacted traffic during the morning commute.
May 31st – Potential Flooding
- OEM sent one Emergency Management Alerts to inform key officials, employees, and surrounding partners about a Flash Flood Watch in conjunction with approaching showers and thunderstorms.
2018 USNA Commissioning Week
- OEM held an operational briefing on May 21st to review the incident action plans in effect for Commencement Week. OEM sent out two Emergency Management Alerts to inform key officials, employees, and surrounding partners about road closures caused by Commissioning Week Events. The Emergency Operations Center and the Annapolis Call Center were activated on May 22nd and 23rd for the Blue Angels flight performances and on May 25th for the Naval Academy graduation. Emergency Management personnel served alongside Harbormaster personnel for the Blue Angels performances. Emergency Management also reported to the Stadium Operations Center for graduation, at which the President addressed the graduates. Emergency Management coordinated with the Secret Service, Department of General Services, the Naval Academy Athletic Association, Police, Fire, and other agencies in support of these events.
- OEM attended the following meeting in preparation for Commissioning Week:
 1. A meeting of Fire Departments from Annapolis, Anne Arundel County, and the Naval Academy on May 4th.
 2. A law enforcement meeting on May 18th.
 3. A meeting with the Naval Support Activity Annapolis on May 14th.
 4. A Stadium Operations meeting on May 14th.
 5. A meeting of Public Information Officers on May 17th to coordinate messaging efforts.

Planning

OEM staff participated in weekly weather calls from the National Weather Service.

OEM staff reviewed the Emergency Operations Plan and its Annexes for finalization.

OEM staff continued to work on the Office Unmanned Aerial System guidebook.

OEM staff continued development on the Annapolis Disaster Recovery Plan and supporting documents.

Emergency Management met with the Police Department four times in the month of May to discuss the upcoming Active Shooter exercise. Personnel also conducted a walkthrough of St. Mary's School.

During the month of May, OEM completed the gap analysis survey for Phase 1 of the Maryland Complex Coordinated Terrorist Attack (CCTA) project.

On May 2nd, OEM participated in the monthly Emergency Managers' conference call.

On May 2nd, Emergency Management facilitated a meeting to discuss the 2018 Heat Emergency Action Plan with Recreation & Parks staff and Mayor's Office personnel.

On May 3rd, OEM met with the Department of Transportation to discuss providing ICS 100 training to Transportation personnel. The training has been scheduled for June 21st.

On May 7th OEM staff held a conference call with Anne Arundel County OEM regarding a presentation they will be presenting together at Fort Meade.

On May 7th, OEM attended the meeting of the Public Safety Committee of the City Council.

On May 8th, Emergency Management attended the Anne Arundel County Health and Medical Subcommittee meeting.

OEM staff held a conference call with Spatial GIS on May 11th to discuss potential projects for UAS program.

On May 15th, OEM staff participated in the monthly Urban Area Security Initiative meeting in Howard County. On May 17th, Annapolis and Anne Arundel Emergency Planners held a regular scheduled conference call to review current projects.

On May 17th, Annapolis OEM and Anne Arundel County Office of Emergency Management held the quarterly planners meeting via phone call to discuss current and upcoming planning projects.

On May 22nd, OEM staff participated in a conference call for the UASI Emergency Management Committee.

On May 24th, OEM staff participated on a conference call hosted by the Maryland Emergency Management Agency that discussed the Know Your Zone campaign.

From May 29th-31st, contractors installed three new grant funded monitors in the Annapolis Emergency Operations Center.

On May 30th, OEM attended a meeting at the Naval Support Activity Annapolis Emergency Operations Center to discuss the upcoming Commissioning of the USS Sioux City in Annapolis to be held in the Fall of 2018.

Training/Exercise

On May 2nd, OEM staff attended the Maryland-National Capital Region Emergency Response System (MDERS) Symposium.

On May 2nd, OEM trained two members of the Mayors staff on EOC and Call Center procedures.

On May 7th, OEM attended the HAZMAT drill discussion with USNA OEM to discuss possible partnerships and offer help.

On May 9th, OEM met with and trained Annapolis Eastport Volunteer Firefighters on OEM procedures.

On May 15-16th, OEM planners attended the Maryland Planner's course hosted by the Maryland Emergency Management Agency.

On May 25th, OEM trained six Parade Marshals in preparation for the Memorial Day Parade.

From May 29th – June 1st, OEM staff attended the Maryland Emergency Management Agency (MDEMA) Symposium in Ocean City, MD.

OEM staff attended two demonstrations of the Israeli Style Barricades purchased for special events that are held on Annapolis streets. On May 4th, Annapolis Police demonstrated the capabilities to OEM and Public Works staff. On May 25th, Public Works demonstrated the barricades to OEM staff and the organizers of First Sunday Arts Festival and Dinner under the Stars.

OEM attended the Anne Arundel County Training and Exercise committee meeting in order to update them on Hurricane Anna plans.

OEM continued planning the August 16th Hurricane Anna full scale exercise in May.

OEM met with Annapolis HAM Radio Operators in preparation for their monthly drill.

Outreach

OEM has increased its total Facebook page "likes" to 2,535 and has a total of 2,601 followers.

OEM has increased its Twitter followers to 1,740.

OEM has reached 3000 City residents through NextDoor.

On May 1st, OEM met with Alertus Technologies for a mass notification system demo.

On May 2nd, OEM attended the Flood Mitigation Planning meeting at Annapolis Elementary School.

On May 3rd, OEM met with Police and Fire to discuss distribution of the newly received drug disposal kits.

On May 7th, OEM staff held a planning meeting to discuss the June 11th meeting of Volunteer Organizations Active in Disasters (VOAD).

On May 9th, OEM staff welcomed the local leadership of the Salvation Army to the Emergency Operations Center.

On May 9th, OEM attended the Mills Parole field trip as a part of the Character Counts program.

On May 17th, OEM Staff attended the South River High School STEM Capstone Event.

On May 18th, OEM Staff delivered a presentation to the annual meeting of the Mid-Atlantic Regional Association Coastal Observing System.

On May 19th, OEM had an outreach table and presented to the First Christian Community Church.

On May 19th, OEM participated in the Open House at the Eastport Fire Station.

On May 22nd, OEM presented on nuisance flooding in Annapolis to the Coastal Flood Users Group at the National Weather Service (NWS) in Sterling, VA.

On May 23rd, OEM Staff attended the One Annapolis event at the Pip Moyer Recreation Center.

On May 23rd, OEM participated in the Community Foundation of Anne Arundel County (CFAAC) preparedness panel and answered questions pertaining to preparedness in Annapolis.

On May 23rd, OEM staff delivered a presentation at the inaugural Maryland State of the Coast conference in Cambridge.

On May 30th, OEM staff presented on the Substance Use Disorder Bed Finder at the Maryland Emergency Management Agency (MDEMA) Symposium.

OEM attended two Character Counts sessions with local elementary school students and the Annapolis Fire Department.

Grants Management

Emergency Management encumbered funds in May for the fiscal year 2016 Urban Area Security Initiative (UASI) and 2016 State Homeland Security Program (SHSP) on behalf of the Hazmat Team and Annapolis Police Department. OEM has also encumbered funds for the 2017 State Homeland Security Program (SHSP) on behalf of the Annapolis Police Department.

On May 17th, Emergency Management participated in a conference call with the Federal Emergency Management Agency that reviewed the plans and initiatives of OEM planners funded by the Urban Area Security Initiative.

May 2018	
SHSP FY 2017 LE	\$15,000.00
EMPG FY 2017 (Supplies)	\$1,770.00
	\$2,545.85
SHSP FY 2016 LE	\$3,600.00
UASI FY 2016 Hazmat Team	\$1,260.00
TOTAL May Grant Expenditures	\$24,175.85

Annual Goals Update

Several 2018 goals have been advanced in May. These include:

1. Continuity of Operations Planning with City Departments is underway.
2. The finalizing of the Emergency Operations Plan continues.
3. The plans and protocols for the Unmanned Aerial Systems Public Safety Program are being developed.
4. Emergency Operations Center technology upgrades have been selected. Three new monitors will likely be installed in late May.
5. Initial discussions have begun on creating a Training & Exercise Plan for the Office of Emergency Management.

Police Department

JANUARY MEETINGS AND EVENTS 2018				
Date	Event / Meeting	Location	# Officers	Costs
05-02	Old Bay Film	Truxton Park		
05-03	Day of Prayer Rally	Lawyers Mall		
05-06	1 st Sunday	1 st Blk West St		
05-08	Mayor's Press Conference	Campbell Park		
05-10	ATB 10K Meeting	Kent Island	Gibbs	
05-11	Striders Meeting	City Hall	Gibbs	
05-12	MRE .05K	Eastport Bridge	Patrol	
05-13	Chesapeake Ave Blk Party	Chesapeake Ave		

05-14	Poor People rally	Lawyers Mall		
05-15	NCAA Meeting	NAAA Stadium	Gibbs	
05-20	Feet 4 the Creek	Back Creek		
05-20	NCAA Lacrosse	NAAA	15 Officers	\$5,468.58
05-21	Navy Week Meeting	OEM	Capt Seidel	
05- 22	Blue Angels Practice	Naval Academy	16 Officers	\$4,222.31
05-14	Blue Angels Show	Naval Academy	19 Officers	\$6,260.31
05-25	Navy Graduation	NAAA Stadium	53 Officers	\$23,161.29
05-27	Anderson Wedding	City Dock		
05-28	Memorial Day Parade	City Wide	17 Officers	\$3,461.76
05-30	Dinner Under The Stars	1 st Blk West		
Total				\$42,574.25

Building Activity

► **Annapolis Boat Shows (#BLD18-0074 -110 Compromise Street, #500 –)** Permit issued 3/16/2018 for tenant fit-out. No inspections to date.

► **Annapolis Market House #(DEM18-0009 - 25 Market Space)** Permit issued 3/15/2018 for interior demolition. Electrical rough in passed.

► **Annapolis Police Department (199 Taylor Avenue – #BLD16-0353)** Permit issued 9/1/16 for changes to indoor firing range. Failed final inspection 8/16/17. Needs final mechanical inspection first.

- **Annapolis Townes at Neal Farm (Dorsey Drive—#GRD16-0001)** Permit issued for grading for new subdivision. Last progress inspection passed 05/25/18.
- **Annapolis Transportation Department (308 Chinquapin Round Rd #BLD15-0406)** Permit issued 7/31/2015 for alterations and repairs. Duct smoke detectors were not working during last inspection. Email was sent to PW to have them repaired or replaced. Once this is done the permit will be ready for final inspection. Last inspection was done 11/4/15.
- **Annapolis Yacht Club (314 Sixth Street -BLD17-0248)** Permit issued 11/2/17 for New family activity center. Wall pour inspection passed 5/30/18.
- **Annapolis Yacht Club (#BLD17-0179 - 2 Compromise Street)** Permit issued 6/16/17 for addition and fire damage repairs. Partial ceiling close inspection passed 5/30/18.
- **Annapolis Yacht Club Sailing Center (510 Severn Avenue – #GRD17-0002)** Grading for new permit issued 8/22/17. Progress inspection 5/22/18.
- **Annapolis Yacht Club Family Activity Center (314 Sixth Street #GRD17-0003)** Permit issued 8/22/2017. Progress inspection 5/22/18.
- **Annapolis Yacht Club (510 Severn Avenue - BLD17-0249)** Permit issued 11/2/17 for new sailing center. Framing inspection failed 5/30/18.
- **Bywater Park (800 Bywater Road – #GRD15-0053)** Permit issued 8/18/16 for Stream Restoration project. Permit finalized 5/31/18.
- Cadia Health Care (900 Van Buren Street - BLD18-0269)** Permit issued 5/16/2018 for interior alterations. Rough in inspection passed 5/24/18.
- **Chesapeake Auto Body (1799 Margaret Avenue—#BLD16-0502)** Permit issued 11/14/16 for new body shop. Footer inspection passed 11/28/16. Sprinkler Hydro 11/14/17.
- **Chesapeake Whalertown (110 Compromise Street – BLD18-0020)** Permit issued 2/23/2018 for tenant fit-out. Plumbing rough in work underway. No building inspections to date.
- **City of Annapolis (#BLD17-0422 - 935 Spa Road, Building #1)** Permit issued 12/19/2017 for a new commercial building. This permit may need to be cancelled.
- **City of Annapolis (#BLD17-0423 - 935 Spa Road, Building #2)** Permit issued 12/19/2017 for a new commercial building. This permit may need to be cancelled.
- **City of Annapolis Public Works Dept. (#DEM15-0039 - 935 Spa Road)** Permit issued 10/10/17 to demolish building. No inspections to date.
- **City Hall (160 Duke of Gloucester Street —#BLD13-0621)** Permit issued 5/24/16 to add concrete pad & generator. Inspections are progressing. Permit finalized 5/21/18.

- ▶ **City Hall (160 Duke of Gloucester Street – #BLD16-0188)** Permit issued 5/24/16 to replace HVAC and ductwork. Progress inspection 5/26/16. Electrical inspection failed 11/3/16. Failed Mechanical Inspection 2/5/18. Progress inspection passed 5/26/18.

- ▶ **Hall Render Killian Heath & Lyman, P.C. (706-712 Giddings Avenue, #201 –**

- ▶ **Harbormaster's Building (City of Annapolis -1 Dock Street - #BLD17-0190)** Permit issued 4/10/17 to repair public restrooms. Framing inspection passed 5/9/17.

- ▶ **Hawkins Cove (Near 1136 Cove Road – #GRD17-0017)** Permit issued 1/9/2018. Stream restoration project. SEC final 5/14/18.

- ▶ **Kenwood Kitchens (1415 Forest Drive - #BLD16-0772 & #GRD16-0026)** Grading & Addition to existing building permits issued 3/31/2017. Construction started with footer inspection 4/5/17. SEC progress inspection passed 5/28/18.

- ▶ **Maryland Hall for the Creative Arts (801 Chase Street - #GRD15-0058)** Grading for new addition – Permit issued 2/8/17. SEC progress inspection passed 5/30/18.

- ▶ **Maryland Hall for Creative Arts (#BLD17-0118 - 801 Chase Street)**
Permit issued 6/20/17 for addition/alterations. Ceiling close-in inspection passed 5/24/18.

- ▶ **Noah Hillman Parking Garage (150 Gorman Street - #BLD17-0515)** Permit issued 10/25/17 for repairs on Level 1 ramp.

- ▶ **Parker Place Pediatrics (49 Solomons Island Road, #303 - BLD18-0160)** Permit issued 5/23/2018 for interior changes for new tenant. Framing inspection passed 5/30/18.

- ▶ **Primrose Hill Development (1 & 3 Milkshake Lane – #GRD15-0060)** Permit issued 10/27/16 for new Primrose Hill Development. SEC progress inspection 6/1/18.

- ▶ **Primrose Hill (#BLD17-0052 - 52 Primrose Hill Lane)** – Permit issued 6/19/17 for first home in new development. Insulation inspection passed 9/15/17. Progress inspection 11/17/17. Wall pour inspection passed 12/11/17.

- ▶ **Primrose Hill Development (61-73 Primrose Hill Lane - BLD17-0044 – BLD17-0050)** Permits issued 11/29/17 for first 6 townhouses. Final inspections are pending.

- ▶ **Prism Annapolis (49 Spa Road - #BLD18-0059)** Permit issued 4/11/2018. This permit is for alterations to change the use of a temporary structure. Final Inspection passed 4/23/18

- ▶ **Rocky Gorge (Aris T. Allen Blvd #GRD14-0006)** Grading permit issued for new development. Progress inspection 5/3/18.

- ▶ **Rocky Gorge (Aris T. Allen Blvd #BLD14-0252)** Permit issued 6/25/14 for 1st single family dwelling in Rocky Gorge development. No construction to date.

- ▶ **Samuel Brice House (#BLD17-0687 & BLD18-0021 - 42 East Street)** Permits issued 3/7/2018 & 3/12/2018 for repairs to building both interior & exterior. No inspections to date.
- ▶ **Severn House Condominiums (#DEM17-0054 - 768-774 Fairview Avenue)** Permit issued 12/5/2017 to remove fire debris. New building permit application pending.
- ▶ **Stanton Center (92 W. Washington Street – #BLD15-0527)** Permit issued 8/31/2016 for minor interior work. Progress inspection passed 6/14/17.
- ▶ **Starbucks (970 Bay Village Drive – #GRD17-0031)** Permit issued 11/3/17 for new commercial building. Progress inspection 4/24/18.
- ▶ **Starbucks (970 Bay Village Drive - #BLD17-0458)** Permit issued 11/6/17 for tenant fit-out. Ceiling close in passed 3/27/18. Final inspection passed 5/15/18.
- ▶ **Starbucks (970 Bay Village Drive – #BLD17-0459)** Permit issued 11/6/17 for new commercial building. Insulation inspection passed 3/8/18. Final inspection scheduled for 5/14/18. Use and Occupancy passed 5/15/18
- ▶ **State of Maryland Comptroller's Office (60 West Street, #102 – #BLD18-0161)** Permit issued 4/27/2018 for interior alterations for new tenant. Ceiling close in passed 5/30/18
- ▶ **Stormwater Maintenance Facility Project (#GRD18-0003 - Behind 934 Langdon Court –)** Permit issued 3/29/2018 for minor grading & re-vegetation. Progress inspection 4/25/18.
- ▶ **Thuy Trang Thi Duong (#BLD17-0502 - 108 Old Solomon's Island Road, #7)** Permit issued 12/7/2017 for tenant fit-out for a new nail salon. Mechanical inspection failed 4/25/18
- ▶ **Timothy House & Gardens** – Permits issued 2/14/2017 for grading & renovations to units.
- ▶ **True Core Performance (1981 Moreland Parkway, #4B – BLD18-0206)** Permit issued 5/21/2018 for expansion of existing tenant.
- ▶ **United Plumber's Association (#BLD17-0643 - 3 Park Place)** Permit issued 2/5/2018. This permit is an interior alteration to add 5,000 square feet to training center in existing building. Framing inspection passed 5/3/18.
- ▶ **West Street Condominums (#GRD17-0019 - 141 West Street)** Permit issued 12/4/2017 for new mixed use commercial and condominium building. Progress inspection 4/30/18.
- ▶ **West 141 Condo Building (141 West Street – BLD17-0623)** Permit issued 2/23/2018. Sheeting and shoring for new condo building. Progress inspection 5/7/18.
- ▶ **400 & 406 Chesapeake Ave (#GRD15-0042)** Permit issued 3/18/16 for grading for new mixed residential and commercial building. Progress inspection done 5/3/18.
- ▶ **400 & 406 Chesapeake Ave (#BLD15-0557)** Permit issued 3/18/16 for new building. Insulation inspection passed 4/12/18. Framing inspection passed 5/15/18.

► **110 Compromise Street (Formerly Fawcett's - #BLD16-0289)** Permit issued 8/30/16 for renovation and addition. Partial framing inspection passed 5/29/18.

► **1415 Forest Drive (#BLD16-0772)** Permit issued 3/31/17 to add to 2-story mercantile/office building. Building footing inspection 4/5/17.

► **1503 Forest Drive (#BLD18-0035)** New Commercial Building) Permit issued 3/1/2018. This permit is a continuation of work originally approved under BLD08-0379. No inspections to date.

► **1750 Forest Drive (GRD16-0025-Grading at Former MAIF Building)** – Permit issued 11/3/17. Progress inspection 5/29/18.

► **1750 Forest Drive (BLD17-0369 -Former MAIF Building)** Permit issued 11/7/17 for addition/alterations. Framing inspections 5/23/18.

► **Formerly City Rec Center Building (#BLD16-0782 - 9 St. Mary's St)** - Permit issued 5/5/17 to construct new condos. Progress inspection passed 6/1/18.

► **141 West Street (#BLD17-0274)** New Mixed Use Building (Residential & Commercial). Permit issued 4/6/2018. No inspections to date.

Additionally, there have been permits issued during the month of May for new single family detached and townhomes at Annapolis Townes at Neal Farms and Primrose Hill developments.

Planning Activity

Comprehensive Planning

- May 8: Chesapeake Bay Critical Area mapping update public meeting
- May 11: Site visit for potential bike path extensions
- May 16: Cultural Resources Hazard Mitigation Plan to Environmental Matters Committee
- May 16: Planning Commission work session Forest Drive/Eastport Sector Study
- May 21: Attended City Council for approval of Cultural Resources Hazard Mitigation Plan
- May 22: BRTB monthly meeting
- May 23: Attended One Annapolis meeting at Pip Moyer Recreation Center
- Continued work on traffic impact studies for Village at Providence Point, Parole Place, 2010 West Street, and 613 Taylor
- Continued work on Cultural Landscape Report
- Continued work on implementing the City Dock Master Plan
- Continued work on bike share
- Began work on Chesapeake Bay Critical Area zoning update and maps

Current Planning

New Projects:

- Administrative Adjustment (ADJ2018-012) for Roswitha Colton, to replace an existing stoop with a 6' x18' covered porch, located at 11 Goodrich Rd.,
- Buffer Management Plan (BMP2018-015) for McLaughlin Trustee, to remove section of front walk and install lawn; expand section of walk, replace existing steps and create a new patio, located at 3 Southgate Ave.,
- Minor Site Design (MSD2018-004) for Forest Gemini LTD PT, to enclose a portion of the existing outdoor seating area with a movable wall system, located at 1410 Forest Dr.,
- Port Wardens (PORT2018-008) for City of Annapolis, to replace existing 6' x 44' wood pier with a floating pier of the same size in the same location, located at 131 Lafayette Ave.,
- Port Wardens (PORT2018-009) for John & Cornelia Hall, to install boat lift pole and boat lift within a maximum 27' channelward of MHW, located at 203 Presidents St.,
- Port Wardens (PORT2018-011) for John Haig Trustee, to install a boat lift on existing poles all within a maximum 55' channelward of MHW, located at 145 Williams Dr.,
- Port Wardens (PORT2018-012) for Quarter Landing Inc, to install 2 poles and boat lift all within a maximum 25' channelward of MHW, located at Quarter Landing Rd.,
- Port Wardens (PORT2018-013) for Thomas Peterson, to dredge 520 ft. channel and access to 3 existing residential piers at 93, 95 & 115 Spa Drive, removing approximately 1455 Cy and installing a 10,000 lb boat lift on the existing pier at 95 Spa Drive,
- Residential Neighborhood Conservation Site Design (RNC2018-008) for Kevin Stitely, for proposed additions/renovations to the existing dwelling, including: covered front porch, extension of overhangs, replace siding, extension of the master bedroom into the front porch, located at 320 Burnside St.,
- Planned Development (PD2018-002) for JBJ Management, to modify the Park Place planned development to add a second, 4-story hotel on the Taylor Avenue parcel, located at Tax Map 51C, Grid 15, parcel 53/Expansion Area #9.,
- Residential Neighborhood Conservation Site Design (RNC2018-009) for Nicholas Draper, for a 1-story rear porch addition and a 2-story accessory structure, located at 18 Severn Ave.,

Major Planned Actions:

- Planning Commission, June 7, 2018:

Public Hearing:

1. 2017 Annual Section 1-207 and 1-208 Report to the Maryland Department of Planning: Report on how many residential permits/commercial buildings/subdivisions that the City has approved and any changes to the zoning code and zoning maps in 2017,
2. Ordinance O-19-18: 2018 Zoning Code Updates and Amendments – for the purpose of updating and amending the zoning code by eliminating the restriction on existing lot width or area for variance applications; removing obsolete language; and matters generally relating to updating and amending the zoning code,

- Board of Appeals, June 5, 2018:

Public Hearing:

1. SE2018-001 – Special Exception application by Lisa Ryan, business owner, and Dodds Properties, LLC, property owner, for a food service mart, no food preparation on-site and no seating, on property located at 90 Maryland Ave.,
2. VAR2018-0054 – Variance application by Tavolo Di Chef, Inc. (Mr. David Hammer), property owner, for reductions to the established front yard, corner side yard and interior side yard setbacks for renovations to conversion of an existing medical office to a single-family dwelling, on property located at 71 Amos Garrett Blvd.,
3. VAR2018-007 – Variance application by Patrick Waples and Kristina Hahan, property owners, for a reduction to the 129' average waterway yard setback requirement in order to allow for a proposed second story addition over the footprint of the existing house, which currently has a 65' waterway yard setback, on property located at 320 Halsey Rd.,
4. VAR2018-008 – Variance application by 410 Rowe Boulevard, LLC, property owner, for a 25.9' reduction to the required 26.5' front yard setback; and a 28.4' reduction to the required 30' rear yard setback; and a 73.4' reduction to the required 75' setback along Roscoe Rowe Blvd., for the proposed redevelopment of the existing commercial building with a new commercial building in the same location, on property located at 107 Forbes St.,
5. VAR2018-012 – Variance application by Robert and Carla Cadden, property owners, for a reduction to the established front yard setback for construction of a new roof style and covered entrance way on the existing dwelling structure with no additional living space being added, on property located at 410 Halsey Rd.

Community Development

Community Development Block Grant

HUD has allocated \$260,857 for CDBG projects for FY 2019
CDBG Action Plan draft completed and available for public comment
Fair Housing Plan

Clay Street Community Legacy Plan

Staff continued work on the following Clay Street projects:

Habitat for Humanity-acquisition/ rehab conversion of rental to homeownership
Universal Lodge #14 – rehab
Bowman Community Development Corporation (BCDC) demolition/construction
Pleasant Street sewer back up

Homelessness

Annapolis and Anne Arundel County Partnership Board meeting

APD downtown homeless meeting

Misc:

Attended MAHRA Conference

Historic Preservation

Technical Advice & Application Review

131 Charles, 10 S. Acton, 66 Franklin, 140 South, 132 Market, 138 Conduit, 99 Charles, 79 Shipwright, 23 State Circle, 124 Charles, 173 Green, 190 Duke of Gloucester, 26 Randall, 67 East, 44 Maryland, 41-43 Cathedral, 122 Conduit, 92 Market, 26 East, 171 Conduit, 220 Prince George, 160 Green

- Office/Site Meetings
- Implementing City Dock Master P
- Ian/MX Ordinance proposal
- Flood Mitigation Project Compromise Street - AECOM summary of Archaeology Phase 1
- Primrose Hill easement inspection
- Cornhill Street Sidewalk repaving project: parking issues/curb painting proposal
- 110 Compromise Street Coordination/Revisions: meetings, site visits, and phone conversations
- Tax Credit application review for Finance Dept. submittals
- Preparation for 51 Franklin HPC submittal
- 11 Shipwright - Technical Assistance to realtor
- Heritage Commission meeting
- Office pre-application meetings: 1 Martin, 16 Southgate
- 719 Chester, Eastport proposed demo
- Robert Johnson House repointing issues
- Historic District Archaeology updates
- Mayor's initiatives for Main Street & Market House
- Historic Annapolis monthly update
- AYC 2 Compromise Revisions

HPC Meetings

May 8: 25 Northwest (Visitor Center), 51 Franklin Street applications; 1 Martin Street pre-application

May 24: 1 Martin Street pre-application; Guideline edits, Rules of Procedure discussion

Economic Development

- Provided 25 startup, retention and growth support services for businesses and nonprofits to: connect them with potential loans/investors; provide no-cost business consultation; locate space; conduct market research; develop workforce; resolve parking, permitting/licensing, trash, vagrancy, and signage issues; ribbon-cuttings

- Organized and held the City's inaugural Speed Lending event at Pip Moyer to connect over 75 businesses with 25 lenders in a speed-dating format to discuss the businesses' future funding needs and potentially obtain capital to do so -- done in partnership with the U.S. Small Business Administration (US SBA), the Maryland Small Business Development Center Network, and Anne Arundel County
- With the SMBE Liaison, began creating a new marketing strategy plan to increase the promotion of the City as a premiere place to do business to attract new businesses to the City, as well as increase public outreach to existing business organizations and their members to educate them about resources for growth to retain more businesses
- Participated in 47 meetings and events with city departments, SMBE Liaison and business support organizations to align economic development, events and/or outreach strategies:
 - Mayor's Office (created monthly Vacancy and City Manager reports, updated New/Expanding Business List, reviewed Hispanic and African-American business support programs, discussed resiliency financing program)
 - Planning & Zoning/DPW (attended monthly senior P&Z staff meeting and various ad hoc meetings, including reviewing policies and developing legislation to mitigate trash, signage, sidewalk café and delivery issues downtown)
 - OEM (attended Sprinkler Finance Committee meeting)
 - Maritime Advisory Board (attended monthly meeting)
 - SP+ (attended weekly parking meetings)
 - Business Leaders Meeting (led monthly meeting, including creating an agenda, scheduling speaker and providing a summary newsletter follow-up with pdfs of handouts)
 - AAEDC (attended weekly staff, business development and the County's Maritime Industry Advisory Board meetings, obtained ongoing support and resources for City businesses, assisted with developing new maritime industry webpages for both the City and County)
 - Downtown Annapolis Partnership (DAP)/Inner West Street Association (IWSA) /Annapolis Arts District (AAD) (participated in Board, Committee and ad hoc support meetings, as well as completed a Staff Report to codify the AAD property tax incentives in the City)
 - Maryland Department of Commerce (met with business investment liaison, also disseminated State flood mitigation resources information to City business organizations)
 - Attended economic development related meetings/events, including:
 - Maryland Economic Development Association Spring Conference (Mayor also presented at this event)
 - Launch! Annapolis Crab Derby
 - Anne Arundel County Chamber of Commerce 100th Anniversary
- SMBE Office Activity
 - Improve outreach with the small business community:
 - Sent May Economic Development Newsletter to 226 recipients
 - Posted and distributed 4 City of Annapolis procurement announcements
 - Provided 6 startup, retention and growth support services for businesses and nonprofits
 - Prepared 13 new-business welcome and 2-year anniversary letters
 - Research and prepare tools intended to improve business' experience with the City:
 - Assisted mayor's office with Maryland Department of Community Housing and Development Community Legacy grant application for renovation of Hopkins Plaza (\$254,500 request)
 - Researched commercial trash collection policies, sandwich board policies/codification, and liquor license policies of other Maryland jurisdictions

- Researched national White Box programs
- Drafted new Small and Minority Business Enterprise Policy for review of Procurement Office
- Spoke to Carroll County Department of Economic Development about its Development Authority
- Participated in 13 economic-development-related meetings and events, including:
 - 1 May Business Leaders Meeting
 - 1 pre-application meeting
 - 4 business and partnership meetings: DAP Design Committee, Maryland Ave Business Affiliation, City Trash meeting, and Latino Economic Development Center
 - 2 parking meetings
 - 3 Events: City of Annapolis/SBA Speed Lending Event; Launch! Annapolis Crab Derby; Anne Arundel County Chamber of Commerce 100th Anniversary
 - 1 Hispanic Business Workshop sponsored by City of Annapolis, AAEDC, and SBDC, PNC Bank, and MD Hispanic Chamber of Commerce

Recreation and Parks

Administration

- The new Civic Rec system still does not allow online registration. July 1 is the target date
- Interviews were held for PMRC Facilities Chief - candidate from Public Works was chosen.

Marketing

- Truxtun Youth Triathlon release sent 5/3
- Truxtun Park Pool opening release sent 5/8
- Kids to Parks Day – ordered two posters, two banners, ads in The Capital on 5/18 (two online, one print), Bay Weekly print ad, Macaroni Kid editorial
- Increased Department/PMRC exposure on Yelp by updating business information
- Radio promos for MD Safe Boating Courses, Truxtun Youth Triathlon and Pool on WNAV
- ARPD budget meeting with the City Manager 5/23
- ARPD staff meeting 5/25
- Kids to Parks Day marketing – flyer, social media posts, e-news, REACH display, ad contracts with Macaroni Kid, Bay Weekly and The Capital (print and online), banners ordered, lobby, posters created
EVENT was CANCELED the day before due to impending rain
- ARPD June newsletter created
- Submitted June ad for Idle Time Advertising (IDA)
- E-News sent on 5/2 5/9 5/17 5/23 5/30 to 5,760 e-mail addresses each time
- Updates to ARPD web pages and calendar
- Updates on social media (Facebook, Twitter, Instagram), REACH foyer display, PMRC street sign 5/7 5/18 (throughout the month)

- Facebook ARPD account 5/4-5/31: 2,323 page likes, 177 page views, 4 recommendations (up 300%!), reach was 3,636 (up 155%!), 814 post engagements (up 31%), 21 page followers
- Twitter 5/1-5/31: 3,131 followers, 225 profile visits, sent out 15 Tweets, gained 14 new followers, 4,977 Tweet impressions, top Tweet was promoting Truxtun Youth Triathlon (TYT registration 274 impressions, top media tweet was promoting early bird registration for TYT with 268 impressions, had 4 mentions and top mention was by MD Senior Olympics on 5/2
- Personal training 68 hours
- Fitness Class Participation 1,476
- Pool Opened May 19
- Prep for Truxtun Youth Tri
- CPR Training

Facilities

All setups for the month of May went good.

The Pip Moyer hired a new Facility Manager.

The board of elections did there judge training at the Pip Moyer.

The hot water was out for a few weeks in the lower level of the build.

The annual Capital Hoops tournament went great.

The air conditioner was a problem in the big gym and meeting rooms.

The build was clean very well throughout the month.

The preparation for summer camp are taking place.

Pickleball morning schedule is over for the summer.

Recreation

- Finished youth and adult spring boxing classes
- Continuation of Adult Softball & Kickball Leagues
- Continuation of Youth Baseball Leagues
- Finished hosted youth soccer, revenue share spring classes
- Finished youth and adult spring tennis classes
- Finalized all Athletic summer camp schedules
- Finalized Men's Summer Basketball league registration & coaches meeting
- Started promoting NEW summer classes – Karate & Fencing
- Continuation of hiring and planning for summer camps

Parks

The parks crew are on a full time cutting schedule.

Setup and break downs went good this month.

The park crews had a wet month with lining the fields for sports events

The parks maintenance staff has a few guys out on light duty, so it does effect the day to day operations.

The weekend work schedule have started.

The pool opened on time this year with minimal complications.

The parks staff is preparing for the Triathlon.

STANTON CENTER -POPULATION TOTALS

- Tough love NA Meeting 70 seating requested
- 1st Sunday100 seating requested
- Local Organization Committee.....15 seating requested
- True Church75 seating requested
- Deliverance Church.....12 seating requested
- Band Rehearsal.....10 seating requested
- Elite Band Rehearsal.....45 seating requested
- AAWDC Conference.....30 seating requested
- AAWDC Workshop.....75 seating requested
- Stanton Shooter Practices.....12 seating requested
- Stanton Center Bible Study.....10 seating requested

Heads Up:

Timothy House Connections cleaned the building on May 11, 2018.

Last day of S.T.A.I.R was May 15, 2018.

Get Smart Club Banquet took place on May 25, 2018.

Camp starts the month of July 2, 2018, registration has started.

Harbormaster

Harbor employees Tyler Northfield and Beth Bellis assisted Maryland Natural Resources Police with a body recovery in the Severn River. The deceased had drowned in April.

Harbormaster Beth Bellis helped the Mayor's Office with a Boating Safety message that also advertises Boating Safety classes at Pip Moyer

The Harbormaster revoked permission to anchor for two live-aboards in Spa Creek in April. Both men are no longer anchored in City waters.

Harbormaster revenues continue to be up, and exceed 2016 and 2017 income

A boat lift was installed in in slip #4 for Patrol 1, our 24' Everglades.

Harbor employees planned for and executed a safe and memorable Blue Angels Air Show. Harbormaster, US Coast Guard, Police, Fire, and Office of Emergency Management all did an outstanding job at coordinating our efforts

Harbor staff assisted US Coast Guard with a closure of the Severn River for the arrival and departure of the President of the United States for Naval Academy graduation.

The Charter Dock at Susan Campbell Park provided dock space for a 184' cruise ship that has not visited before. We expect they will return.

The City Council approved some minor revisions the Harbor fee structure.

The Harbormaster and Deputy Harbormaster attended a MEMA conference. The conference provided opportunity to ensure preparedness for events such as flooding, and terrorist attacks

The Harbormaster applied for permits to replace the pier at Lafayette Avenue with a floating dock. Residents and visitors will have a safer and easier place to tie up their dinghies.

Transportation

Monthly News

Rehabilitation of Oil Water Filtration System

In FY 2014, Maryland Transit Administration (MTA) awarded a capital grant to Transportation Department for the repair and/or replacement of three (3) oil water filtration systems at ADOT's facility on 308 Chinquapin Round Road. Following completion of the MTA and Annapolis procurement processes, MTA approved the Annapolis DOT's request to award a contract to RCFS, Inc. for this work, which will begin this summer.

Completion of FY 2019 Annual Transportation Plan (Transit Grant Application)

Part II of the ATP was completed and successfully submitted to MTA after City Council's approval and an adoption of the required resolution to support the plan. The department requested both operating and capital grant funds in the plan. MTA will announce the grant awards very soon.

Administrative Matters

- Completed and submitted quarterly report covering all areas of transit operations to MTA.
- Bus shelter on West St at the county library was removed due to re-construction of the library. The stop has been relocated nearby.
- Re-installation of a bus shelter on Bay Ridge Rd after it was taken down for water main work.
- Staff participated in the following meetings/events:
 - Anne Arundel County Transit meeting.
 - Maryland DGS traffic meeting regarding water main work on Bladen St & College Avenue in the fall. This will require re-routing the State Shuttle route for several weeks.
 - Locally Operated Transit Systems (LOTS) Training sessions & Transportation Association of Maryland (TAM) general meeting.
 - Transportation Committee Meeting.
 - Transportation Board meeting.
 - MDOT Commuter Choice Workshop
 - Bi-weekly Parking Operations meeting
 - Touch-A-Truck community event Cape St. Claire VFD.
 - Driver safety / Operations meetings.

- Operational briefing at O.E.M. for USNA graduation.

Activity Report

Transit Operations

A. May 2018 Ridership

Route	May 2018	May 2017	% Change
Red	4,873	3,917	24.41%
Yellow	1,759	1,988	-11.52%
Green	8,359	4,926	69.69%
Orange	1,077	1,491	-27.77%
Gold	1,684	2,039	-17.41%
Brown	7,284	4,913	48.26%
Purple	2,063	2,429	-15.07%
Circulator	6,421	3,247	97.75%
State Shuttle**	4,772	3,761	26.88%
Paratransit	241	336	-28.27%
Total	38,533	29,047	32.66%

***Excludes fares from state employees*

B. Service Hours and Service Miles

Total Service Hours in May 2018: 5,039.5 hours

Total Service Miles in May 2018: 49,583 miles

C. On-Time Performance (OTP)

ADA Paratransit Service: OTP for paratransit service was 99.9%. There were 20 cancellations and four (4) no-shows.

Fixed routes OTP was 88% based on 162 observations.

D. Preventive Maintenance

- Nine (9) scheduled preventive maintenance services were completed on time.
- There were two road calls.

Parking Activities - May 2018

Garage/Lot	Vehicles Parked
Gotts	18,865
Hillman	22,990
Knighton	5,283
Park Place	6,481
South Street Lot	1,216
Larkin Street Lot	165
City Dock Lot^^	3
Total	55,003

Citations	1,184
Meter Transactions	75,898

^^Monthly parking only

Overtime and Leave (sick, vacation personal, etc.) Hours

For the Period 5/3/2018 – 5/30/2018

Division	Overtime	Leave (sick, vacation and personal, etc.)
PEO	10	40
Transit Operations-Drivers only	234.5	610
Transit Supervision	47.5	32
Vehicle Maintenance	20.25	32
Leave without Pay		0

